

# ***Ballot Propositions: Steps to an Election***

From the Clark County Auditor's Office

**Summer / Fall 2006**

## **STEP #1: Decision to place a proposition on the ballot**

The council or board of a city, town or district decides to place a ballot proposition before the voters, after consulting with their attorney to confirm their authority to do so. When a ballot proposition is placed on the ballot, the election on that issue is called a special election.

## **STEP #2: Choose an election date**

An election date is chosen from the six special election dates available each year. These include one in February, March, April, May, September and November, as listed below:

- The first Tuesday after the first Monday in February
- The second Tuesday in March
- The fourth Tuesday in April
- The third Tuesday in May
- In September, seven weeks prior to the General election **(September 19, 2006)**
- The first Tuesday after the first Monday in November **(November 7, 2006)**

## **STEP #3: Draft a resolution**

A resolution is drafted which includes the actual language to be placed on the ballot. If the ballot proposition concerns a property tax issue, the County Assessor's Office should be contacted for most current property assessment data.

## **STEP #4: Approve the resolution**

The resolution is placed on the jurisdiction's meeting agenda and is passed by the council or board of the jurisdiction. The resolution must be approved at least forty-five (45) days before the day of the election. (See Step #2 above for election dates.) Resolution submission deadlines for 2006 include:

- **August 4, 2006** for the September 19, 2006 Primary
- **September 22, 2006** for the November 7, 2006 General election

## **STEP #5: Transmit resolution to county auditor**

An original copy of the resolution is transmitted to the county auditor's office (Elections Department) at least forty-five (45) days before the day of the election. A return letter is sent to the city, town or district, acknowledging receipt of the resolution and confirming the date chosen for placing the issue on the ballot.

#### **STEP #6: Form a campaign committee (optional)**

If a campaign committee is formed to work for the passage or defeat of a ballot proposition, the committee will need to file a C-1 form (Campaign Committee Registration Form) within fourteen (14) of raising, spending or committing to spending money on a campaign.

#### **STEP #7: Committee to draft pro & con voters pamphlet statements (optional)**

If a city, town or district wishes to have information on a ballot proposition included in the local voters pamphlet, they must appoint a committee of three people to write a statement supporting passage of the ballot proposition and a committee of three people to write a statement against passage of the ballot proposition at least sixty-two (62) days before the Primary or at least sixty-nine (69) days before the General election. The committees must submit their statements of support or opposition at least fifty-six (56) days before the Primary or sixty-two (62) days before the General election. (No voters' pamphlet is produced for special elections in February, March, April or May.) The voter pamphlet deadlines for 2006 are:

- **September 19, 2006 Primary-**
  - July 18, 2006 to appoint committees
  - July 25, 2006 to submit supporting or opposing statements
- **November 7, 2006 General election-**
  - August 29, 2006 to appoint committees
  - September 5, 2006 to submit supporting or opposing statements

#### **STEP #8: Jurisdiction's voters pamphlet statement (optional)**

If a city, town or district wishes to have information on a ballot proposition included in the local voters' pamphlet, the attorney for the jurisdiction must submit a written explanatory statement about the proposition by fifty-six (56) days before the Primary or sixty-two (62) days before the General election. The voter pamphlet deadlines for 2006 are:

- **September 19, 2006 Primary-**
  - July 25, 2006 to submit explanatory statement
- **November 7, 2006 General election-**
  - September 5, 2006 to submit explanatory statement

#### **STEP #9: Election and certification of results**

An election on the ballot proposition is conducted and ten (10) days following the date of the election, the official election results are certified for all elections, except for the November General election. The General election results are certified twenty-one (21) days after the date of the election.